



# Ramsey County Statement of Work

## VM/ESX Software Migration Project

### Amendment

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**Date:** October 23, 2013

**Description:** **Revision to “Business Need”, “Project Deliverables” & “Project Milestones and Schedule”**

The purpose of this Amendment is to revise the following sections of the SOW:

**1. Business Need** section is deleted in its entirety and replaced with the following:

Ramsey County, through its Information Services Department (the “County”) is sponsoring the above referenced VM/ESX Software Migration project. The County needs the services of a consultant to finalize the migration of VM/ESX Software from Version 5.0 to Version 5.1. The project will also include performance monitoring the ESX host and the Datastore on the NAS (Network Attached Storage).

The County’s current environment is a cluster of several 5.0 ESX Host servers. The County needs a consultant to help manage and configure the ESX Hosts so performance is not impacted.. The objective is to configure the VMs on the Datastore to minimize latency.

**2. Project Deliverables** section is deleted in its entirety and replaced with the following:

- Assess the County’s existing ESX Host, VM Servers and VM Database environment.
- Develop a project plan to monitor and manage the ESX Host, Datastore and VMCenter environment that meets the County’s objective.
- Configure and manage the ESX 5.1 Environment.
- Formal presentation to County IS support staff that gives overview of the project results.
- Documentation that provides pertinent project information to system administrators.
- Facilitate a closure meeting with IS support staff.

**3. Project Milestones and Schedule** is deleted in its entirety and replace with the following:

**Milestone 1: Assessment & Migration Plan**

**Assess the County’s current environment and develop a plan for the following:**

- Monitor the VM environment
- Final migration of ESX Host to Version 5.1.
- Assist in creating new VM servers and configuring according to County Specifications

Target completion by: TBD

**Milestone 2: Implementation of Migration Plan**

- Build, test and implement the new environment.

Target completion by: TBD

**Milestone 3: Formal Presentation**

- A formal presentation to County IS support staff that gives an overview of the project results.
- Documentation that provides pertinent project information to be distributed during the presentation.



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- Presentation to function as closure meeting with County IS staff.

Target Completion by: TBD

All other terms and conditions remain unchanged.

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**Date:** October 21, 2013

**Description:** Vendor Questions/County Answers

**Question:** Have you been working with a vendor on this project?

**Answer:** No.

**Question:** Is there an incumbent in this?

**Answer:** No, but we have one staff who is familiar with the County's VM Environment.

**Question:** How many ESX Servers are in the environment?

**Answer:** The County has 5 ESX Hosts.

**Question:** How many Virtual servers are in the environment?

**Answer:** The County has around 400 Virtual Servers of which a majority is Windows 2008R2.

**Question:** The business need states that the current environment has VMware (1) cluster with several ESX hosts and the plan is to migrate to (1) new host? Do you mean new Cluster?

**Answer:** The County might need to migrate to a new Cluster and do some performance monitoring.

**Question:** Is the plan to upgrade the existing equipment or is there all new equipment that the VM's will be migrated to?

**Answer:** The existing equipment has already been upgraded.

**Question:** Who is responsible for upgrading the VM's?

**Answer:** The County's internal staff along with the consultant.

**Question:** Will you be making a decision solely based on the submitted proposal or will you be interviewing candidates prior to making a decision?

**Answer:** The County will be interviewing candidates based on submitted proposals.

**Question:** Can the entire project or portions of the project be done remotely?

**Answer:** No, the consultant will need to be on-site at the County.

**Question:** What is the tentative project duration? Start and end dates?

**Answer:** The project has already started and we expect it to be finished by January, 2014.



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**On a side note we expect the consultant to help us perform some metrics on the VM and the host too.**

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**Date:** October 17, 2013

**Description:** **Process Schedule Update**

The "Process Schedule" section of the SOW is deleted in its entirety and replaced with the following:

#### **Process Schedule**

Deadline for Questions	10/16/2013 2:00pm CDT
Anticipated Posted Response to Questions:	10/22/2013 2:00pm CDT
Proposals Due:	10/24/2013 5:00pm CDT
Anticipated proposal evaluation begins:	10/25/2013 2:00pm CDT
Anticipated proposal evaluation & decision:	10/31/2013 5:00pm CDT

All other terms and conditions remain unchanged.